District Expenditure Flow-Chart

NORFOLK PUBLIC SCHOOLS
NOTHING PREVENTS SUCCESS!

All Expenditures/Purchases must have a Purchase Order

Expenditures **less than $500** must be approved by the supervising administrator

Expenditures of **$500 or more** must have approval by supervising administrator and by Supt. or designee

Expenditures of $50,000 or More

Expenditures not related to construction, remodeling or repair of any school owned building or for site improvements which are between $50,000 and $99,999 can be made with at least 2 proposals from different vendors and have Supt. or designee approval. ***District Policy #3130*** *"This does not apply to professional services such as architect, engineer or legal services"*

Expenditures of $100,000 or more not related to construction, remodeling or repair of any school owned building or for site improvement must have Board of Education approval and follow the state bidding process, ***District Policy #3130***

Expenditures between $59,000 and $108,999 that are related to construction, remodeling or repair of any school owned building or for site improvement can be made with at least 2 proposals from different vendors and have Supt. or designee approval ***District Policy #3540*** *"This does not apply to professional services such as architect, engineer or legal services"*

Expenditures of $118,000 or more that are related to construction, remodeling, or repair of any school owned building or for site improvements must also include the, "Retention of an Architect or Engineer to oversee all aspects of the project." must have Board of Education approval and follow the state bidding process ***District Policy #3540*** *"The Architecture or Engineering services do not need to be bid if the Architect or Engineer is not actually doing the construction, remodeling, or repair of any school owned buildings or for site improvements."*